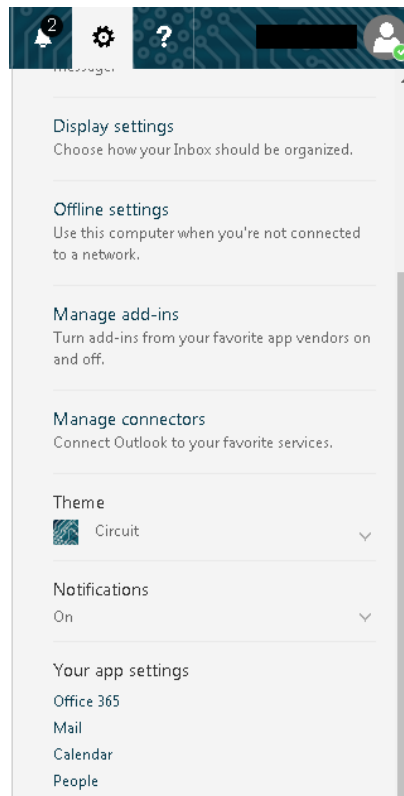


# DOWNLOAD & INSTALL OFFICE 365 - WINDOWS



This version of Office 365 should be installed on personal devices only. Your local IT unit will remotely manage your Office installation on all university-owned equipment.

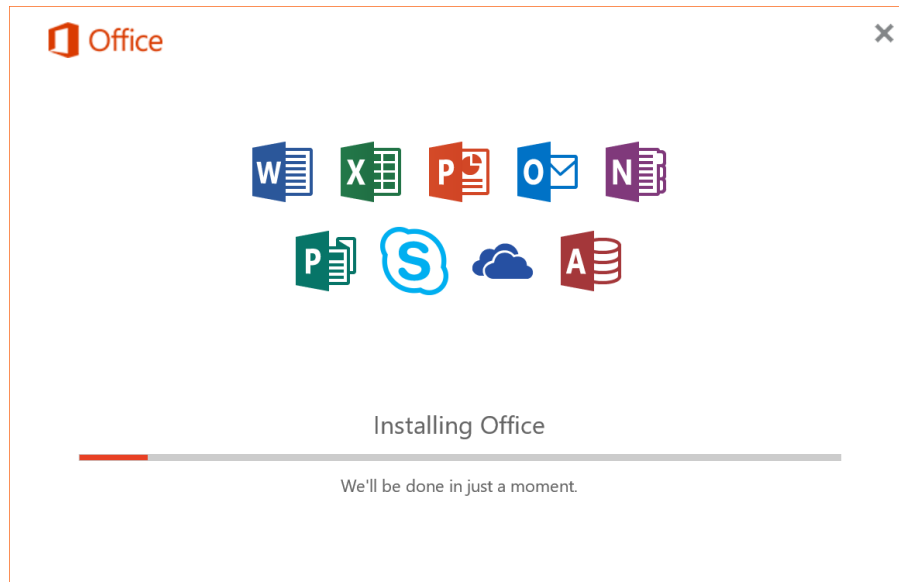
1. This version of Office 365 for Windows comes with the following applications: **Word, Excel, PowerPoint, Access, OneNote, Publisher, Outlook, Skype for Business, OneDrive for Business.**
2. Visit <https://mail.utoronto.ca> and login using your UTORid credentials. Once you've signed into your inbox, click on the gear icon (top right) and select **Office 365**. You may have to scroll down to see it.



3. On the next page, under Settings, click on Software. You will be shown a list of software that are available to download on your computer (should match what is listed above in Step 1). To proceed with the software installation click on Install.

In order to proceed with the installation, you need to have Administrative permissions on your device.

- Download the file to your device. Once finished downloading, run the setup .exe file. Follow the on-screen instructions to begin installing Office.



- Once the installation is complete, you should see a 'success' message. Click **Close** to close the installation program.
- After completing the installation, you'll need to activate your software. Launch any Office application (e.g. Word) and click on **Sign In** at the top right of the screen. Enter your email address ([firstname.lastname@utoronto.ca](mailto:firstname.lastname@utoronto.ca)) and click **Next**. You'll be redirected to a UofT **Weblogin** page. Enter your UTORid credentials.
- Once activated, you should now be ready to use Office 365 on your device!

